

City of Chattanooga, TN
Personnel Class Specification

Class code 0990

FLSA: Non-Exempt

CLASSIFICATION TITLE: PROPERTY SERVICE COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to identify/catalog all property owned by the city, visually inspect properties, and create a database of properties in order to evaluate current use/condition and potential for future sale and/or growth.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Identifies and catalogs all property owned by the city.

Maintains/updates real property database of city property in order to evaluate current use and condition and the potential for future sale and/or growth; updates back-tax property database.

Performs on-site inspections of city-owned property and back-tax property; assesses condition of property and structures; measures property to determine or verify dimensions; makes photographs of property.

Verifies accuracy of existing records.

Identifies potential hazards or inappropriate conditions; notifies Better Housing, sanitation department, or other agencies as appropriate.

Coordinates work by outside contractors; conducts on-site coordination with contractors for proposals; reviews/analyzes bids; accepts/rejects bids within limited authority; monitors, inspects, and approves work performed by contractors.

Prepares cost reports for cleanup of property; conducts on-site follow-up inspections after cleanup.

Evaluates, recommends, and submits property for disposition to development, sale, or homestead program.

Organizes workload to prioritize crucial properties.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Reads and interprets maps including topographical maps, tax assessor maps, and street maps.

Prepares or completes various forms, reports, correspondence, property assessments, cost reports, property listings, photographs, or other documents.

Receives various forms, reports, correspondence, property listings, invoices, quotations, bids, contracts, photographs, land use codes, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, or other software programs.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, contractors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Coordinates work activities with those of other departments, contractors, outside agencies, or others as needed.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Assists in researching special conditions/situations.

Assists with office tasks as needed, including answering telephone calls, collating/organizing records, preparing files, and filing records.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Business Management or closely related field; supplemented by one (1) year previous experience and/or training involving property evaluation and assessment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Functional Reasoning: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.